



Roanoke Fire-EMS

Fire Marshal Office

713 Third Street Sw

Roanoke, VA 24016

540-853-2795

www.roanokeva.gov/firemarshal

fire.marshal@roanokeva.gov

Permit Application # 2009. 13 Retail Sales of Fireworks

To be completed by the Permit Applicant

Applicant Information				
Date:	/ /			
Business Name:				
Address:	Street	City	State	Zip
Contact Name:				
Phone:	()	Alternate Phone/Cell	()	
E-mail Address:				
Site Location				
Address:	Street			
24 Emergency Contact Information				
Emergency Contact Name:				
Address:	Street	City	State	Zip
Phone:	()	Alternate Phone/Cell	()	
Email Address:				
Property Owner Information				
Owner Name:				
Address:	Street	City	State	Zip
Phone:	()	Alternate Phone/Cell	()	
Email Address:				
Person Responsible for Sales Information				
Business Name:				
Address:	Street	City	State	Zip
Contact Name:				
Phone:	()	Alternate Phone/Cell	()	
E-mail Address:				

Job Site Information

City of Roanoke Fire-EMS

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Will fireworks be sold in a tent?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does building have a Sprinkler system?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does building have a fire alarm system?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Start Date:	/ /	Estimated Completion Date:	/ /
Description of work:			
Insurance Information			
Name of Insurer:		Name of Insured:	
Policy Number:		Expiry Date:	
Amount of Coverage	Property \$:	Bodily Injury \$:	
A bond or insurance policy in the amount of not less than \$1,000,000 is required.			
Billing Information			
**** Effect 8/1/2013 all permits will be billed by the City of Roanoke. Checks will not be accepted by Inspectors****			
Name of Business including any DBA,T/A			
Contact Name for payment:		Phone:	
Email:			
City of Roanoke Business License #:		Federal Tax ID #	

2009.13 Application for Retail Sales of Fire works

CODE SECTION: (2009 Virginia Statewide Fire Prevention Code): 3301.2

SCOPE: An operational permit is required for the Retail Sales of fireworks

FEE: \$250.00 per location (Billed by the City of Roanoke)

PERMIT Duration: 60 Days

Application period: Application must be received 21 days prior to event

REQUIREMENTS: Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit, as well as the following:



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Additional Information

Please include the following additional information when turning in your application.

Describe fire extinguishing equipment available at storage area:

Please include a storage diagram which includes the following information:

Sales information that includes the following information: Inside Sales (option A) *or* Outside Sales (option B).

A. Required Information for *Inside Sales*

1. Sales Diagram indicating the following:
 - location of the Fireworks Display inside the structure
 - Locations of all exits.
 - Distance (in feet) from Fireworks to all exits.
 - Location of highly combustible materials, open flames, heating elements, or direct ignition sources within a 20 foot radius of fireworks display.
2. Use Group of structure where fireworks will be stored and approximate square footage
3. A list of all fire safety devices within the property including: sprinkler systems, fire alarms or smoke detectors that are maintained and in working order (Please include a copy of most recent inspections for alarm systems and or sprinkler systems when turning in your application)
4. A copy of current Business License from The City of Roanoke

**please note that application will not be approved without having a current Business License from The City of Roanoke*

OR

B. Required Information for *Outside Sales*

1. Sales Diagram indicating the following:
 - Location of Outside sales stand or tent
 - All exits from the stand or tent
 - Show the distance from tent or stand to the following:
 - Streets/ sideways – minimum 15 feet.



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- Building / combustible structures – minimum 10 feet.
- Dispensers of flammable liquids – minimum 50 feet.
- 2. If using a tent for outdoor sales please include Certificate of Flame Resistance Testing for tent material.
- 3. If using a tent for outdoor sales please include a copy of Tent Certificate from The City of Roanoke
- 4. A copy of current Business License from The City of Roanoke

**please note that application will not be approved without obtaining a Tent Permit and current Business License from The City of Roanoke*

For all sales:

Copy of Certificate of Liability Insurance

Total chemical weight, type and amount of fireworks to be stored

Inventory list of all products

Contact information for wholesale supplier that applicant intends to purchase fireworks from.

*The Fire Official is authorized to limit the quantity of explosives, explosive materials or fireworks permitted at a given location.

I hereby certify that I have read and examined this application and that all of the information contained therein is true and correct. Furthermore, I certify that the proposed operations will fully comply with the requirements contained in The Virginia Statewide Fire Prevention Code and any other related laws and /or Codes. I agree to indemnify, save harmless, and defend the City of Roanoke, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of these operations.

Signature:		Date:	
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Billing Information

**** Effect 8/1/2013 all permits will be billed by the City of Roanoke. Checks will not be accepted by Inspectors****

Approved By:	Date:
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Denied: _____	Reason for Denial:
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Comments:

Permit Number:	Permit Fee:	
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